



ARMY NAF STANDARDIZED POSITION DESCRIPTION

PD#: 19889 **Sequence#:** VARIES

Replaces PD#:

CHILD AND YOUTH PROGRAM ASSISTANT (ENTRY LEVEL 2)

CY-1702-01

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION

Citation 1: OPM PCS EDUC & TRNG SERIES, GS-1702, OCT 91

Citation 2: NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 AUGUST 2019

Classification/Job Grading Certification: *I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: NAF GENERIC

Classified Date: 03/20/2017

POSITION INFORMATION:

FLSA:

Career Field:

Program Code: VARIES

Bus Code: VARIES

Region: NAF

Financial Disclosure:

PD Status: VERIFIED

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Position Designation: VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Emergency Essential: VARIES

Investigation:

DEVELOPMENTAL ASSIGNMENT:

Career Ladder PD: YES

Target Grade/FPL: 02

Career Pos 1: [19890](#) CY-1702-01

Career Pos 2: [19891](#) CY-1702-02

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:

This is a developmental assignment with mandatory advancement to Child and Youth Program Assistant (Skill Level 3), PD# 19890, upon completion of the prescribed training and qualification requirements.

Performs routine or repetitive established tasks, following verbal and written instructions under close supervision of higher-level employees. Work is reviewed in detail to assess trainee's developing competence and to evaluate readiness for increased autonomy.

Major Duties

Serves as a CYPA in one or more CY programs. Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in providing and leading planned activities for program participants. Performs the more routine simple child-care tasks, following step-by-step instructions. Little or no previous training or experience is required. Work is reviewed in detail, while in progress, and upon completion to ensure and assess trainee's progress and to evaluate attainment of training objectives and readiness for further training. Training will be of a progressively more responsible and specialized nature associated with the child-care and development operations. These duties are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions.

Helps establish a program environment that promotes positive interactions with other children, youth, and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Uses prepared curriculum and program materials and assists with developing a list of needed supplies and equipment.

Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.) and assists with developing a list of needed supplies and equipment for submission to the supervisor. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Interacts professionally with staff members, parents, and local installation command personnel.

Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Promotes and models safety, fitness, health, and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or

meals where applicable.

Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

Assists in maintaining program participation data and completing required daily reports. Provides care and supervision, oversight, and accountability for program participants in compliance with DoD, Army, and local installation policies, guidance, and standards.

Completes training requirements using approved OSD and Service materials to include designated training modules. Participates in program evaluation as required. Assists in achieving and maintaining DoD certification and national accreditation where applicable. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Candidate must:

- Possess a high school diploma or GED certificate.
- Be able to communicate effectively in English, both orally and in writing.

CONDITIONS OF EMPLOYMENT:

Must be 18 years of age at time of employment. Satisfactory completion of pre-employment background checks in accordance with AR 215-3, para.2, and a Child Care Tier 1 background investigation is required. Must have current health assessment which documents good mental and physical health, freedom from communicable disease, and immunizations IAW current Army and DoD policy including annual influenza vaccinations.

For positions in Child Development Centers, possess and maintain the physical ability to lift and carry up to 40 lbs., walk, bend, stoop, and stand on a routine basis.

Incumbent is legally required to report all suspected incidents of child abuse/neglect.

Individuals who have been trained will be required to administer routine and rescue medications prescribed by a physician to children/youth, perform CPR and first aid, and aid in providing a reasonable accommodation to children/youth with a special need.

Travel to on and off post locations may be required. Schedule may include irregular hours, evenings, and/or weekends. Duties involve working both indoors and outdoors.

Successful completion of Entry Level training requirements within three (3) months of appointment and demonstrated on the job competence is required before non-competitive advancement to the next level of responsibility (CYPA Skill Level 3). Failure to achieve desired training with demonstrated competence may result in separation.

EVALUATION:

FLSA DETERMINATION:

Fair Labor Standards Act (FLSA) Determination:

- ☐ 1. Availability Pay Exemption - e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- ☐ 2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☐ 3. Executive Exemption:
 - ☐ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - ☐ b. Customarily and regularly directs 2 or more employees, AND
 - ☐ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.
Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☐ 4. Professional Exemption:
 - ☐ a. Professional work (primary duty)
 - ☐ b. Learned Professional, ([See 5 CFR, 551.208.](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - ☐ c. Creative Professional, ([See 5 CFR, 551.209.](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - ☐ d. Computer Employee, ([See 5 CFR, 551.210.](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer

manufacture or repair is excluded (non-exempt work).

☐ 5. Administrative Exemption:

- ☐ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

☒ **FLSA Conclusion:**

☐ EXEMPT

☐ NON EXEMPT

FLSA Comments/Explanations: